

**INDIANA
WORKFORCE
DEVELOPMENT**



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TO: WIB Directors, WIB Chairs
WIB Chief Elected Officials
WIB Fiscal Agents

FROM: Alan D. Degner
Commissioner

DATE: April 29, 2003

SUBJ: DWD Policy # 2002-37
Sub-recipient Listing Submission Policy

Purpose: To establish policy regarding sub-recipient listing submission.

Rescission: DWD COMMUNICATION W96P-4152

Content: This policy requires all Grant Recipient/Administrative Entities to submit a list of all sub-recipients that received Federal or State financial assistance to carry out a program. **Sub-recipients do not include vendors.** The Sub-recipient listing must be submitted no later than September 1 of each year to the Oversight Division. The schedule of sub-recipients must include, but is not limited to, the following:

1. Name and address of each sub-recipient
2. Agreement Number
3. Dollar amount of the Agreement
4. Time Period of the Agreement
5. Purpose of the Agreement
6. Type of funds used in the Agreement, to include CFDA number
7. Type of Sub-recipient (i.e., Not-for-Profit, For Profit, School Corporation, etc.)
8. Type of Agreement (i.e., Fixed Unit Price, Cost Reimbursement, etc.)
9. Estimated Audit Date
10. The Sub-recipient fiscal year

Sub-recipient listings are to be submitted to the following:

Oversight Division
Indiana Department of Workforce Development
10 North Senate Avenue, Room 202, IGCS
Indianapolis, Indiana 46204

If a sub-recipient listing is not received by September 1, then DWD may impose various Sanctions, including but not limited to disapproval of draw-downs for funds.

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Any questions regarding the above should be addressed to the Oversight Division at (317) 233-6082.

Action: Inform appropriate staff of this policy.

Effective Date: Immediately

Review Date: April 11, 2005

Ownership: DWD Oversight Division